Applying for Student Assembly Funding
Quick-Start Guide for Organizations
The Basics

STUDENT ASSEMBLY (WEEKLY) FUNDING PROCESS:
1. Organizations must submit budgets by Saturday at noon.
2. The Funding Committee meets Sunday afternoon to review proposals and provide recommendations to the Central Council.
3. Should the Funding Committee have questions regarding an organization’s proposal, it will send an email requesting clarification by Sunday night.
4. The Central Council meets Monday at 9:00 PM. It receives the Funding Committee’s recommendations and votes on final allocation.
5. Student Assembly will email organizations with a decision on their proposal by Monday at midnight. The SA Secretary also records votes in the meeting minutes, distributed to the campus.
6. Organizations may access allocated funds beginning Tuesday morning.

KEYS TO A SUCCESSFUL PROPOSAL:
● Submit by Saturday at noon.
● Submit proposal for consideration at least two weeks before the proposed date of the event.
● Include a detailed budget and breakdown, outlining all relevant costs. See attached template.
● Have a date set and a location booked through 25Live and/or Student Activities.
● If requesting funds for van/car transport, attach a map that includes roundtrip mileage for the trip.
● If applying for Non-Strategic Funding after receiving Strategic Funding, do not request more than 25% of originally allocated amount. See “Strategic/Non-Strategic Proposals” below.
Important Information

STRATEGIC/NON-STRATEGIC PROPOSALS came into effect during the 2014-2015 school year to ensure fair distribution of funds among organizations.

Student Assembly dedicates 80% of its budget to funding Strategic Proposals. For Fall Semester 2015, these are due Saturday, September 12 at noon. Strategic Proposals encourage organizations to plan ahead and submit a budget for all events they plan to host during the semester, as well as for more expensive items they require. This division allows the Funding Committee to examine the vast majority of proposals during one large meeting, making judgments on a proposal’s merit compared to all others. Additionally, this process guarantees sufficient funding for annual college traditions.

The remaining 20% of the Student Assembly Budget is for Non-Strategic Proposals. Organizations may submit Non-Strategic Proposals by noon every Saturday of the semester. Non-Strategic Proposals allow organizations to receive funds for “last-minute” events. The “Two Week Rule” (see below) still applies. Given the smaller amount of funding available and the short-term nature of Non-Strategic Proposals, the evaluation process is more stringent.

Finally, organizations that receive Strategic Funding may only request up to 25% of their initial allocation in Non-Strategic Funding that semester. For example, if the “Hamilton Potluck Society” submits a Strategic Proposal and receives $1000 in Strategic Funding, it may only request up to $250 in Non-Strategic Funding that semester.
ITEMS STUDENT ASSEMBLY WILL NOT FUND include:

- Alcohol
- Food for weekly meetings
- Expenses related to exclusive events (Ex. food, cleaning, etc.)*
- Non-Profit Donations
- Fundraising expenses
- T-shirts for E-Board members
- Web page costs

*Student Assembly-funded events must be open to all students.

TWO-WEEK RULE ensures proper planning by organizations. All proposals must be submitted two weeks in advance of the proposed date of an event. For example, if the “Hamilton Potluck Society” wishes to have an all-campus Potluck on Monday September 15, they must submit their proposal by 11:59 PM on Monday September 1. No exceptions. Do not wait until the last minute to submit your proposal!

CPS (COST PER STUDENT) BENCHMARK is a measure the Funding Committee uses to evaluate the merit of a proposal. The CPS Benchmark is the average CPS of all the previous academic year’s funded proposals. Therefore, it changes yearly. For the 2015-2016 school year, the CPS Benchmark is $44.20. For proposals with a CPS greater than $44.20, organizations must send a representative to a Student Assembly meeting and give a short explanation of the importance of their proposal OR write a half-page summary of the same. The Student Assembly Treasurer will read this explanation aloud at the meeting. Determine an event’s CPS by dividing the event’s total cost by the expected number of attendees.

ALSO, if a non-strategic budget > 5% of total SA funds, or if strategic budget > 15% of total SA funds, groups must provide additional explanation of the proposal in person, at the SA meeting, or in writing (half-page).

ON-CAMPUS EVENTS CENTERED AROUND FOOD may receive funding up to $8.00 per expected attendee, inclusive of all utensils, napkins, beverages, etc.
While Student Assembly has no official cost limit for off-campus dining, the Funding Committee considers $15.00 per meal and per person a reasonable maximum allocation.
PUBLICITY FUNDS are capped at $25.00 per event. This includes orders from the Print Shop and materials for handmade signs, posters and banners. Events for which Student Assembly provides a plurality of funding - that is, events for which Student Assembly provides more funding than any other source - MUST have the Student Assembly logo on all related publicity. The Student Assembly logo is available on the Hamilton College Student Assembly website. The Print Shop WILL NOT print publicity posters for an event receiving a plurality of its funding from Student Assembly without a Student Assembly logo.

Website: http://students.hamilton.edu/studentassembly

MILEAGE RATE is the standardized rate the college uses for car/van cost estimates. The rate for the 2015-2016 school year is $0.575 per mile, inclusive of gas for personal cars/vehicles and exclusive for college vans. When submitting a funding proposal including transportation expenses, consider two options:

- Personal Vehicle: In this case, budget $0.575 per mile for the roundtrip length of the trip.
- College Van: In this case, budget $0.575 per mile for the roundtrip length of the trip (which accounts for the wear and tear of the van), AS WELL AS for gas money/tolls/parking needed.

In both cases, attach a map showing the route with the total roundtrip distance on it.

- Student Assembly will only fund 25% of expenses on other modes of transportation including planes, trains, and ships.
ROLLBACKS are funds organizations have remaining in their Student Activities accounts that were not used during the semester. Rollbacks occur either when an organization cancels an event that they received Student Assembly funding for, or when they end up spending less on an event than they budgeted. Failure to rollback funds may result in suspension or probation the organization. The Funding Committee and Central Council will take rollbacks into consideration when reviewing future budget proposals, so organization should seek to minimize rollbacks by estimating the costs of each event as accurately as possible ahead of time.

All funds are rolled back at the end of each semester, and any organization with more than $40 left in their account may have their funding privileges revoked the following semester.

REALLOCATION OF FUNDS can occur if an organization cancels an event they received funding for but would like to use those funds for another event. In this case, the organization must reach out to the Student Assembly Treasurer at satreas@hamilton.edu, explain the situation, and provide revised and exact numbers for the new event. It is at the discretion of the SA Treasurer to approve such reallocations. Excessive requests for reallocation by an organization may result in a suspension of funding privileges.

THIRD-PARTY CONTRACTORS OR VENDORS: Hamilton prohibits student organizations from signing contracts with third-party contractors or vendors (this includes performers, speakers, etc.) without the explicit approval of the Student Activities Office, specifically Noelle Niznik (nniznik@hamilton.edu). Failure to comply will result in revocation of an organization’s funding privileges for one year.
Budget Template

When submitting proposals, remember to have a date set and a location booked through 25Live and/or Student Activities. Below is a budget template that all student organizations are encouraged to use when submitting budgets. Be sure to email your budget to the Student Assembly Treasurer at satreas@hamilton.edu.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Source</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony’s Pizzeria Pizza</td>
<td>10</td>
<td>$13.50</td>
<td>Tony’s Menu</td>
<td>$135.00</td>
</tr>
<tr>
<td>Dunkin Donuts Munchkins box, 50 ct</td>
<td>2</td>
<td>$11.78</td>
<td>Hannaford.com</td>
<td>$23.56</td>
</tr>
<tr>
<td>Juicy Juice 100% Juice 8-pack</td>
<td>10</td>
<td>$2.69</td>
<td>Hannaford.com</td>
<td>$26.90</td>
</tr>
<tr>
<td>Nestle Pure Life Water, 24 pack, 8-oz. bottles</td>
<td>2</td>
<td>$4.49</td>
<td>Hannaford.com</td>
<td>$8.98</td>
</tr>
<tr>
<td>Solo Heavy Duty Paper Plates, 55 ct.</td>
<td>2</td>
<td>$5.49</td>
<td>Hannaford.com</td>
<td>$10.98</td>
</tr>
<tr>
<td>Bounty Napkins, 100 ct.</td>
<td>1</td>
<td>$2.59</td>
<td>Hannaford.com</td>
<td>$2.59</td>
</tr>
<tr>
<td>Hannaford Apple Cereal Bars, 8 ct</td>
<td>4</td>
<td>$2.29</td>
<td>Hannaford.com</td>
<td>$9.16</td>
</tr>
<tr>
<td>Quaker Chewy Chocolate Chip Granola Bars 90 ct</td>
<td>4</td>
<td>$2.39</td>
<td>Partycity.com</td>
<td>$9.56</td>
</tr>
<tr>
<td>Fun Size M&amp;Ms, 55 ct</td>
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<td>$14.99</td>
<td>Partycity.com</td>
<td>$29.98</td>
</tr>
<tr>
<td>Hershey’s Chocolate Bar All-Time Great Mix</td>
<td>2</td>
<td>$14.99</td>
<td>Partycity.com</td>
<td>$29.98</td>
</tr>
<tr>
<td>Physical Plant (Set-up and Clean-up)</td>
<td>1</td>
<td>$25</td>
<td>Physical Plant Website</td>
<td>$25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$424.33</strong></td>
</tr>
</tbody>
</table>

A Final Note

Student Assembly is the custodian of the student’s money - the proceeds from the annual “Student Activities Fee.” We want students to be happy with how we distribute and use those funds.

The rules in this “Quick Start Guide” are the result of years of experience and hours upon hours of discussion. For more detailed information, guidance, and with any questions, please consult the Student Assembly “Constitution and Bylaws” on the website, email the Student Assembly Treasurer ([satreas@hamilton.edu](mailto:satreas@hamilton.edu)), or approach any member of Student Assembly. We’re more than happy to work with
you. We want to help student organizations at Hamilton grow, succeed, put on great events, and enhance student life.

Website: http://students.hamilton.edu/studentassembly

Have a great semester! We look forward to helping you.

Prepared by:
Alex Hollister, Treasurer 2015
Andrew Fischer, President 2015